

## GOODMANHAM PARISH COUNCIL

### Minutes of the Annual Meeting held on 13<sup>th</sup> May 2024 at The Fiddle Drill, Manor Farm, Goodmanham

Attendance: Cllrs Liz Stephenson, Mary Rook, Christine Sawyer, Chris Buswell, Fran Preston, Anita Greener, Tony Warnock-Smith  
 Parish Clerk Jeremy Sherlock; ERYC Cllr Cary  
 8 members of the public

Cllr Stephenson in the Chair

1. Appointment of Chair and Declaration of Acceptance of Office – Cllr Liz Stephenson was nominated and seconded.

**Resolved that Cllr Liz Stephenson be elected as Chair**

Cllr Stephenson signed the declaration.

2. Appointment of vice Chair and Declaration of Acceptance of Office – Cllr Mary Rook was nominated and seconded.

**Resolved that Cllr Mary Rook be elected as vice-Chair**

Cllr Rook signed the declaration.

3. Apologies, Dispensations and Declarations

Apologies - ERYC Cllrs Leo Hammond and Paul West

4. Public Session

A number of concerns were raised regarding the Planning Application at The Willows for Glamping Pods. Issues raised included loss of privacy, noise, access, parking, potential of flooding due to hard standing areas, and security. The applicant who was in attendance apologised for not speaking to all neighbours and advised that she would consider the concerns raised.

The majority of the public left the meeting at this point. A remaining member of the public felt that it was disappointing that there was not more interest in other issues that affect the village.

5. Minutes of the Last Meeting held on 4<sup>th</sup> March 2024

**Resolved that the minutes of the meeting of 4<sup>th</sup> March 2024 be approved**

6. Matters Arising - None

7. Code of Conduct, Standing Orders and Financial Regulations – the Clerk there are no proposed amendments for the Code of Conduct or Standing Orders. NALC have issued an updated Model Financial Regulations after the agenda was prepared so this was deferred to the next meeting.

**Resolved that the Code of Conduct, and Standing Orders be readopted and consideration of the Financial Regulations be deferred to the next meeting.**

8. Asset Register – an updated Register had been circulated.

**Resolved that the revised Asset Register be approved**

9. Annual Return 2023-24 – the Annual Return for 2023-24 had been circulated. The Internal Audit has been completed and circulated with no issues raised. As the Council has an income and expenditure of less than £25K there is no longer a requirement for an External Audit, but the Council needs to certify this exemption.

The Council must consider the Governance Statement before considering the Accounting Statements. The Risk Assessment was most recently updated in July 2022.

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 Chair's initials

Total income in 2023-24 was £7,144 and expenditure was £7,194. The main variances are covered in the attached table. Income and Expenditure have both increased significantly due to the Events activity. Events income and expenditure is managed and monitored separately but forms part of the Accounts. The Parish Council undertakes all the expenditure so can recover VAT, but needs to cash flow this expenditure as recovery is retrospective.

Excluding events the “core” balance reduced from £4,477 to £3,141. However, there was Projects expenditure of £1,167 leaving the “core” deficit at £169 which is funded through the Projects Reserve as previously agreed.

This is the first Internal Audit carried out by Stuart Davies. He was very prompt and produced an appropriate report. On that basis I would recommend reappointing him for 2024-25.

**Resolved that:**

1. **The Exemption Certificate for 2023-24 is signed by the Chair and Clerk**
2. **The Annual Governance Statement for 2023-24 be approved and the Chair and Clerk be authorised to sign**
3. **The Accounting Statements for 2023-24 be approved and the Chair and Clerk be authorised to sign.**
4. **Stuart Davies be reappointed as External Auditor for 2024-25.**

10. East Riding of Yorkshire Council - D-Day 80 Community Fund – following consultation with Councillors, the Clerk has submitted a grant application to ERYC for a grant of £284.16 towards the Goodmanham D-Day 80<sup>th</sup> Anniversary with Councillors the Clerk did not submit a full application.

**Resolved that the action of the Clerk regarding the submission of a grant for £284.16 to the D-Day 80 Community Fund be endorsed, and the expenditure be agreed.**

11. Car Park – the Clerk advised that he had received a quote of £250+VAT for the car park surface repairs. ERYC have granted consent for the use of tape as space markers. This would cost £17.03. It was suggested that the Council submit an application to the Windfarm Fund for these costs.

**Resolved that the works to the Car Park be approved at a cost of £317.03, and that the Clerk seek grant funding for this expenditure.**

12. Highways – ERYC are considering yellow lines for the corner. A suggestion had been made about “no vehicles except for access” signs for Church Side.

13. Standards Complaint – the report by the ERYC Monitoring Officer regarding LA/SASC/472/Sawyer/Goodmanham & LA/SASC/472/Stephenson/Goodmanham was considered. The complaint related to the white line markings in the village. The complainant felt that the Councillors had not properly declared their interests and the scheme benefited their farming interests. The report decided that the Register of Interest should be updated, but the remainder of the complaint was rejected.

It was noted that the scheme had been approved and implemented by ERYC as the Parish Council have no highway powers. It was commented that the scheme had been agreed by all Parish Councillors and had been proposed as the road had been blocked, vehicles damaged, and vehicle encroachment was damaging the verges and the Church wall due to the narrowness of the highway.

**Resolved that the report be noted**

14. Planning

Applications for **consideration** by ERYC (*with actions taken under delegated powers*)

24/00575/PLF - Erection of double garage and car port to front; construction of retaining wall, steps and landings to front; and alterations to extend driveway to front at Springfield Goodmanham Road

*No objection comment submitted 26.3.24. Application approved by ERYC – see below.*

24/00310/STVARE - Variation of Condition 2 (approved plans) of planning permission 22/01990/STPLFE (Construction of sub-surface cable route from Drax Power Station to Fraisthorpe

Coastline with associated accesses and temporary construction compounds in association with the Scotland to England Green Link) to allow the removal of cable routing at Skerne (application to be read in conjunction with planning application 24/00168/STPLFE) at Cross Country Cable Route From Drax Power Station To Fraisthorpe Coastline Bridlington Road Fraisthorpe East Riding Of Yorkshire

*This variation only affects Skerne, so no comment submitted*

24/01241/TCA - GOODMANHAM CONSERVATION AREA - Fell 2 no. Ash trees at Girl Guiding East Yorkshire, Paxwold, Main Street

The Council noted that these trees are subject to Ash dieback so need removal. However, it was felt appropriate to request replacement planting on site.

24/00601/PLF - Change of use of land from garden for the siting of 7 semi-permanent glamping pods, erection of semi-permanent toilet blocks with associated drainage and parking at The Willows Goodmanham Road

The Council endorsed the concern that had been raised during the public session and agreed to object to the proposal.

**Resolved that:**

1. **The actions of the Clerk under delegated powers be endorsed**
2. **For application 24/01241/TCA the Clerk submit comments in consultation with Councillors requesting suitable replacement tree planting**
3. **For application 24/00601/TCA the Clerk submit an objection on the grounds of an unsuitable location, impact on residential amenity, parking and access, and drainage**

Applications **approved** by ERYC

23/03316/PLF - Erection of single storey extension to side following demolition of garage and side porch; erection of dormers to front and rear to incorporate loft conversion; erection of porch to front at Taxus Cottage Goodmanham Road

24/00575/PLF - Erection of double garage and car port to front; construction of retaining wall, steps and landings to front; and alterations to extend driveway to front at Springfield Goodmanham Road

15. Finance

- a. Financial Situation – The current balance is £8,137.16. A copy of the accounts and reconciliation has been circulated. The Precept has been received from ERYC. The current Events balance is £1,394.69, leaving a general balance of £6,742.47. The Clerk has prepared a revised budget now that the actual outturn from 2023-24 is known. It has also been adjusted to recognise the expenditure on the defibrillator battery which was originally budgeted for 2024-25.

<b>BUDGET 2024-25</b>	<b>Original 2024-25</b>	<b>Revised 2024-25</b>		<b>Original 2024-25</b>	<b>Revised 2024-25</b>
<b>General Funds</b>			<b>Budget Head</b>		
Carry forward (general)	£3,450	£3,242	Revenue Reserve	£1,050	£1,050
Carry forward (events)	£1,300	£1,265	Staffing	£2,600	£2,600
Precept	£4,200	£4,200	Maintenance	£1,200	£1,200
VAT Recovery	£500	£500	Administration	£1,150	£850
Interest	£60	£60	Insurance	£370	£370
Grant			Projects		
Donations/ contribution	£1,000	£1,000	Events		
			Events reserve	£2,500	£2,500
<b>General Funds Total</b>	<b>£10,510</b>	<b>£10,267</b>	Project Reserve	£1,640	£1,697
				<b>£10,510</b>	<b>£10,267</b>

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Chair's initials

An updated regular payments schedule was circulated.

Payee	Purpose	Frequency	Most recent
J Sherlock	Salary	Monthly	£194.55
HMRC	Tax	Monthly	£42.00
Fiddle Drill	Room Hire	Annually	£180.00
SLCC	Subscription	Annually	£76.00
ERNLLCA	Subscription	Annually	£293.17
All Hallows PCC	Grass cutting	Annually	£300.00
Zurich Municipal	Insurance	Annually	£350.17
Parish Online	Mapping	Annually	£43.20
Information Commissioner	Registration	Annually (Direct Debit)	£35.00
Stuart Davies	Internal Audit	Annually	£60.00
MGS Beverley Ltd	Weed Killing	Twice a year	£92.46
Easily	Domain name	Bi-Annually	£20.00
Bullguard	Internet Security	Annually	£49.99

### Resolved that

1. The Financial Situation be noted
2. The revised budget be approved
3. The regular payments schedule be approved

#### b. Payments

Community Heartbeat Trust	Battery	£357.00
J Sherlock	Salary	£168.55
HMRC	PAYE	£42.00
J Sherlock	Home working expenses	£26.00
ERNLLCA	Subscription	£293.17
Stuart Davis	Audit	£64.59
J Sherlock	Salary	£168.55
HMRC	PAYE	£42.00
J Sherlock	Home working expenses	£26.00
MGS	Weed spraying	£104.76

#### c. Income

TSB	Interest	£6.16
HMRC	VAT Recovery	£447.48
TSB	Interest	£5.04
Social Quiz	Event fundraising	£130.00
ERYC	Precept	£4,200.00

16. Councillors Reports – Cllr Stephenson advised that she had arranged for the non-native plants on the site at the end of Red Lane to be cut down (in the verge between the seats and railway bridge). It was agreed that ideally they should be dug out. The Clerk agreed to investigate the ownership

and maintenance regime of this site.

Cllr Rook advised that there was a need to put down some woodchip next to the benches as the land is worn by usage. She advised that the complaints procedure on the website needs updated as it includes the former Chair's details.

Cllr Sawyer advised that water is still flowing outside Rose Villa and queried whether this is from a water main. The Clerk will raise with Yorkshire Water.

Cllr Sawyer also advised that she will retire from the Council at the end of this year.

It was noted that materials have been thrown off the bridge. The Police have been advised and do attend, but the perpetrators leave rapidly when they arrive.

Cllr Buswell queried the flooding of the footpath off Red Lane. This area appears to be a former line of the beck and will require water levels to drop.

- 17. Clerks Report (for information) – the Boundary Commission are carrying out a consultation on Ward Boundaries. The closing date is after the next meeting. Councillors are invited to an Event at Paxwold marking its 60<sup>th</sup> Anniversary.
- 18. Agenda Items for Next Meeting – Car Park, Highways, Ward Boundary review.
- 19. Date and time of next meeting –Monday 8<sup>th</sup> July 2023 at 7:00pm at the Fiddle Drill, Main Street, Goodmanham

..... Signature of Chair

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Chair's initials